



U.S. AGENCY FOR  
INTERNATIONAL  
DEVELOPMENT

Dear USAID Registered PVO:

The annual documentation required to maintain registration with the U.S. Agency for International Development (USAID) is **due 6 months after your organization's fiscal year end date.**

Enclosed is the Annual Submission Checklist and the USAID Form 1550-2. You may also access the USAID Form 1550-2 at the following website:

[http://www.info.usaid.gov/hum\\_response/pvc/regtoc.html](http://www.info.usaid.gov/hum_response/pvc/regtoc.html)

The documentation should be sent to:

**Mr. Marvin E. Kelley  
Registration Coordinator  
DIMENSIONS INTERNATIONAL, INC.  
4501 Ford Avenue, Suite 1200  
Alexandria, VA 22302  
(703) 998-0601  
mkelley@dimen-intl.com**

Please call Mr. Kelley if you have any questions.

Sincerely,

Lenora F. Watlington  
Information and Program Support  
Private and Voluntary Cooperation  
Bureau for Humanitarian Response

Enclosure: a/s

# Annual Registrant Checklist

## (U.S. PVO)

---

### Required Documents

To maintain registration with USAID, PVOs are to submit the following materials annually within 180 days after the close of the PVO's fiscal year. ***Please return this checklist with your submission.***

- \_\_\_\_\_ 1. USAID Form 1550-2 (enclosed).
- \_\_\_\_\_ 2. Audited Financial Statements or an A-133 audit prepared on accrual basis in accordance with GAAP by an independent certified public accountant (CPA) when the total support and revenue is greater than or equal to \$25,000.

**- OR -**

Unaudited Financial Statements on cash or accrual basis when the total support and revenue is less than \$25,000. If cash basis is used, a signed statement must be enclosed stating no material differences exist in the financial statements, whether prepared on a cash or accrual basis.

**Financial statements must be in final form. Drafts will be discarded.**

- \_\_\_\_\_ 3. Annual Report or similar document describing overseas program activities and listing all board members. **The annual report must be for the same reporting period as the financial statements.**
- \_\_\_\_\_ Articles of Incorporation, Charter or By-Laws only if amended since originally submitted.

**THE ABOVE DOCUMENTS MUST BE FOR THE SAME REPORTING PERIOD.**

**THE SUBMISSION IS CONSIDERED INCOMPLETE AND WILL BE DISCARDED  
WITHOUT THE ABOVE THREE (3) DOCUMENTS.**

### Access to Records and Communications

- (a) All records, reports, and other documents which are made available to USAID shall be made available for public inspection and copying pursuant to and under the procedures established by the public information regulation (22 CFR part 212) of the Agency for International Development.
- (b) All communication to applicants and registrants by USAID will be made to the organization's principal executive office, not the organization's registered office or other address.

USAID may revise above checklist of documents from time to time. In addition, each registrant shall submit such other information as USAID may reasonably require to determine that the applicant meets the conditions of registration.

7/15/98